

## **ABBREVIATED, "HOW TO", INSTRUCTIONS:**

### **"HOW TO" NAVIGATE THE GMS:**

Use your **CURSOR** and the **POINTING HAND** and **CLICK** on the desired selection once it is **BOLDED**

Navigate between **SCREENS** with your **BACK AND FORWARD ARROWS** on your **COMPUTER TOOLBAR**

### **"HOW TO" USE THE GMS MENUBAR:**

**CLICK** on the desired selection on the **MENUBAR** to be provided with a **DROPDOWN MENU** to select the preferred option

### **"HOW TO" LOG INTO THE GMS:**

**CLICK** on **GANG MANAGEMENT SYSTEM** on **BBS**

**TYPE** your **JTS USER NAME** and **PASSWORD** and **CLICK** on **LOGIN**

### **"HOW TO" CREATE AN OBSERVATION FORM:**

**CLICK** on **JUVENILE INFORMATION**, then **CLICK** on **INITIATE JUVENILE** to **GMS**, **ENTER** the **JUVENILE'S JTS #** and **CLICK** on **SUBMIT**

In the **VIEW GANG RELATED INFORMATION FORM**, **SCROLL** down to and **CLICK** on **CREATE NEW PROFILE**

**SELECT ADD** to put in a **NEW ENTRY** and then **SAVE ENTRY** or **SAVE AND ADD ANOTHER ENTRY**

Under **HISTORY OF GANG INVOLVEMENT**, **CLICK** on **YES** to **SELECT** a choice or leave as the **DEFAULT NO**. If **YES** is **SELECTED**, **ENTER** a brief description

Once completed, **CLICK SAVE AS DRAFT** or **SAVE AS FINAL**, to proceed to the **EVALUATION FORM**

### **"HOW TO" CREATE AN EVALUATION FORM:**

**CLICK** on **EVALUATION FORM** on the **TAB** at the top of the **OBSERVATION FORM**

Answer all questions by either **CLICKING** on **YES** and then providing a brief explanation in the **COMMENT BOX** or leave as the **DEFAULT NO**

Use the **YELLOW INSTRUCTIONAL BOXES** for guidance to complete the form, then **SAVE AS DRAFT** or, if you are a Gang Specialist, **SAVE AS FINAL**

### **"HOW TO" CREATE A FACE SHEET:**

**CLICK** on **FACE SHEET** on the **TAB** at the top of the **EVALUATION FORM**

**CLICK** on **PRELOAD** to populate information from the **GMS**

If a **GANG PROFILE** does not exist, one will need to be **CREATED**

**CLICK** on **ADD** and enter information, then **CLICK** on **SAVE AS DRAFT**

### **"HOW TO" CREATE A VALIDATION FORM:**

A **VALIDATION FORM** will only be created if a juvenile **SELF-ADMITS** to being a **GANG MEMBER**.

**CLICK** on **VALIDATION FORM** on the **TAB** at the top of the **FACE SHEET**

**CLICK** on **PRELOAD** to populate information from the **GMS**

When **INTERVIEWING THE JUVENILE**, **CLICK** on **YES** and provide a brief explanation to affirmative questions or leave as the **DEFAULT NO**

Once all questions are answered **CLICK** on **SAVE AS DRAFT**

**"HOW TO" CREATE A GANG:**

**CLICK** on **GANG INFORMATION**, then **CLICK** on **VIEW/ADD/EDIT GANG**

**CLICK** on **ADD NEW GANG PROFILE** and enter information in all of the **REQUIRED FIELDS**, then **CLICK** on **SAVE**

**"HOW TO" UPDATE A GANG OR GANG SET:**

**CLICK** on **VIEW/ADD/EDIT GANG**, **CLICK** on the **DROPDOWN MENU**, then **SELECT** a **GANG NAME** and **CLICK** on **SUBMIT**

Update the **IDENTIFYING** and **LOCATION** information, then update the **CHARACTERISTICS** individually by **SELECTING ADD** or **EDIT** and then **SAVE ENTRY** or **SAVE AND ADD ANOTHER ENTRY**

**(USE THE SAME PROCEDURE TO CREATE OR UPDATE A GANG SET)**

**"HOW TO" ADD/EDIT RIVAL GANG ASSO:**

On the **UPDATE GANG PROFILE** screen, **PAGE DOWN** to **ADD/EDIT RIVAL GANG ASSOCIATION**, then **CLICK** on **VIEW ALL** and then **CHECK** all selections that are appropriate and **CLICK** on **SAVE**

**"HOW TO" VIEW AND PRINT REPORTS:**

**CLICK** on **REPORTS** on the **GMS TOOLBAR**, **SELECT** the desired **REPORT** to **VIEW** and/or **PRINT**, then follow the instructions for printing according to system requirements

**"HOW TO" PRINT BLANK FORMS:**

**CLICK** on **PRINT** on the **GMS TOOLBAR**, **SELECT** the desired **BLANK FORM** and follow the instructions for printing according to system requirements